

Examinations

Student Handbook

2026 -2027

Introduction

Dear Students

This handbook has been produced to help prepare you for your forthcoming examinations. There are a number of rules and regulations that you MUST make yourselves familiar with. Please remember, these regulations are set by the JCQ (Joint Council for Qualifications) for the exam boards and must be adhered to.

Please ensure you read the rules and regulations included in this handbook.

Failure to adhere to the JQC regulations may result in disqualification from your examinations.

If there is anything included in this handbook that you do not understand or if you have any questions about sitting your exams, please do not hesitate to speak to your subject teacher or the Exams Officer.

A copy of this handbook is available on the school website.

Things You Need to Know

Candidate Number

You have been allocated a 4-digit candidate number which is unique to you. This number allows the exam boards to identify you. You **must** write this number as well as your **full legal name** correctly on each exam paper that you sit to ensure your exams papers are marked correctly. You will find your 4-digit number on a small label on your exam desk for each of your exams.

Exam Timetables

Timetables will be emailed to you, and copies will be sent to your parents or carers by School Comms. **You MUST check your timetable very carefully.** If there are any mistakes, i.e. incorrect name, incorrect spelling, exam or tier entry etc you MUST inform the Exams Officer immediately. Mistakes that are not spotted at this stage could mean that you sit the wrong exam or your certificate is printed with the incorrect name on. You will also be able to access your timetable on Edulink.

Please check each exam date and time carefully. If there is an exam on the list that you were not expecting or an exam missing from your timetable you MUST inform your subject teacher or Exams Officer immediately.

Exam Times

- Morning exams start at 8.30am. You MUST ensure you are outside the exam location before 8.30am.

- Afternoon exams start at 13.10pm, You MUST ensure you are outside the exam location before 13.10pm.

Late Arrival

- **If you arrive after the start time of your examination, the school will decide whether you are allowed to enter.**
- If you arrive to school late, please report to Upper reception as soon as you arrive and let them know you are late for an exam. The Exams Officer will then be contacted to come and escort you to your examination. **You must not enter the exam room unaccompanied.**
- If you arrive late, you will still need to stay for the complete duration of the examination.
- If you arrive at 10am or later for a morning exam or 2.30pm or later for an afternoon exam, you will not be able to sit the exam and you will not have another chance to

You are responsible for checking your exam timetable is correct.

Location of Exams

- Unless your exam is on middle campus, you will need to line up outside the leisure centre. You will then be escorted to your exam venue.
- Most exams will take place in the leisure centre; however, some exams will take place in alternative rooms. Please check your timetable to ensure you know which room your exam is being held in
- You must not enter an exam room until instructed to do so by a member or staff or an invigilator. Please ensure you are sitting at the correct desk to avoid sitting an incorrect exam paper or being marked as absent.

School Uniform

You **must** wear your full school uniform to all examinations. This includes correct footwear. If you have any issues with your uniform, you must speak to a senior member of staff **before** your exam.

Absence from Examinations

You must attend all examinations on your timetable. Simply misreading your timetable is not an acceptable explanation for absence. If you are ill on the day of your examination, please refer to "What to do if you are ill" section of this handbook.

If you are absent from an examination, you will NOT be able to take it at a later date.

Banned Items from Exam Rooms

We cannot stress enough the importance of not bringing into an exam room any unauthorised material or equipment. Examples of this are: notes, bags, mobile phones, watches, smart glasses or any other smart device and calculator cases. We strongly advise that you do not bring any of these items into school with you at all. This will ensure that you do not accidently bring unauthorised items into an examination room. The school cannot take responsibility for items that are handed in before an exam that become lost or damaged.

IF A MOBILE PHONE, WATCH, Airpods OR ANY OTHER FORM OF ELECTRONIC COMMUNCATION DEVICE IS FOUND IN YOUR POSSESION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT WILL BE MADE TO THE APPROPIATE EXAM BOARD WITHOUT EXCEPTION.

The MINIMUM penalty imposed by the exam boards for a device found on you is DISQUALIFICATION from the exam

Cheating

If you are found to be cheating in any way during an exam, you will be reported to the exam board without exception. Cheating means doing anything that is against the rules that are stated on the Notice to Candidates which is included in this handbook and will also be displayed outside every exam room or mentioned in the invigilator's announcement at the start of each exam.

No writing on your hands / body is allowed, and no henna is allowed during exams. Any tattoos will also need to be covered up.

Conduct in the Exam Room

You must be silent from the moment you enter the exam room until the moment you leave. You must not open or start writing on your exam paper until you are instructed to do so. If you require assistance from an invigilator, you must raise your hand and wait for an invigilator to arrive at your desk. You MUST NOT call out, even if they have not seen you immediately. You MUST NOT leave your desk until instructed to do so.

If you need to leave the room to visit the toilet you will be escorted from your desk to the toilet.

You must not write or draw on exam desks, this will be regarded as vandalism, and you may be asked to pay for any damage. This may also be considered to be cheating.

You will not be allowed to leave the exam room early, even if you have finished your work.

Headscarves

If you wear a headscarf, please be advised that a member of staff will need to check to ensure you do not have any airpods or similar in your ears. This will be done respectfully, and you will be allowed to decide which members of staff will do this.

End of the Exam

You must stay seated and silent until the invigilators have collected all the exam papers. You will be dismissed from your desks one row at a time and any items handed in will be returned to you as you leave the room.

You MUST remain silent until you have left the room.

Please remember that other exams may still be in progress either in that room or other rooms in the building. Please do not congregate outside exam rooms to talk to your friends.

Special Consideration

If you feel that your performance has been affected by an event or injury, for example bereavement or an accident, we can make an application for special consideration which is a post-examination adjustment. If, after an exam, you feel you have good reason to apply for special consideration, you must contact the exams officer without delay. There are many rules to be considered when applying for special consideration and only genuine cases will be pursued and any adjustments deemed necessary will be the decision of the examination boards and not the school.

Exams Checklist

Check the time of your exam. Remember, you MUST be outside the exam room before 8.30am for morning exams and before 13.10pm for afternoon exams.



Check the location of your exam and where you are sitting – changes can be made at the last minute. Seating plans will be displayed in the link corridor near the canteen, in the widow of the exams office and in the window of the leisure centre exams entrance.



ALL bags and coats MUST be left outside of the exam rooms. Please do not bring any valuables to school, as the school cannot accept any responsibility for anything damaged or lost.



Phones and watches – Students **must NOT have mobile phone or watches** on their possession in the exam room. All phones must be handed into your form tutor before the exam.
REMEMBER – if an unauthorised item is found on your person during an exam, you will be disqualified, even if the device is switched off.





Stationary – You should bring a **BLACK ball point pen**, a pencil, a rubber and any other equipment that is required for you to complete your exam, for example a calculator, protractor etc. Do not rely on the school to provide these for you, as there may not be enough for everyone as we have a limited supply. Only CLEAR pencil cases are allowed into the exam room.
DO NOT use gel or erasable pens – exam boards often scan your exam papers, and these types of ink will disappear when scanned!
HIGHLIGHTERS – can be used for you to highlight questions but MUST NOT be used within the answer's sections.



Calculators are only to be used when the exam paper allows and lids must be removed. If you accidentally bring your calculator lid into the exam, please raise your hand and hand it to an invigilator. All data must be deleted before coming into the exam room and be put into exams mode.



ALWAYS write within any margin lines on the exam paper. When papers are scanned by the exam boards, any work written outside of the margins may not be picked up.
DO NOT doodle, colour in or draw on your exam paper, unless it forms part of your answer. Exam boards reserve the right not to mark papers that have been defaced
If you write any swear words on your exam paper, the exam board can refuse to mark your paper.

No food, including chewing gum, is permitted in the exam room. If you have any special requirements due to health issues, please see the Exams Officer before the exam.



Exams Checklist

Water bottles are allowed in the exam rooms if necessary but please bear in mind that if you spill it on your exam paper **you will NOT be allowed a replacement paper.**
All bottles MUST be completely clear with no text of numbers printed on the plastic.
All labels MUST be removed prior to entering the exam room. Disposable bottles with the label removed are recommended.



Remember to go to the toilet BEFORE your examination! If you do need to go to the toilet during an exam, you must raise your hand and wait for an invigilator to arrive at your desk. You will be escorted to the toilet by an invigilator or a member of staff. Please don't wait until you are desperate to go - we may need time to bring in someone to escort you.
Toilet breaks will not be permitted in the first half hour or the last half hour of an exam unless you have a medical pass.



You MUST check before you start the exam that you have been given the correct question paper. If you think it is incorrect, you MUST raise your hand and notify an invigilator immediately. We cannot give you extra time if you realise halfway through the paper.

If you feel ill during an exam, please raise your hand and notify an invigilator.

Make sure you eat a **good healthy breakfast** before your exams to help you concentrate!



Lastly, Stay Calm! And Good Luck!

What to do if You Are Unwell on the Day of an Exam

If you fall ill on the day of an exam and you feel you are unable to attend, it is **VITAL** that you call the school first thing in the morning on 01438 222500 to inform us. Reception will either be able to put your call through to the Exams Officer (Miss Pettifer) or a member of Senior Leadership Team. If they are unable to find them immediately, they will take a message and ensure that someone contacts you as soon as possible.

You will not be able to sit your exam on another occasion under any circumstances.

If you are unable to attend, you will need to provide a letter from your doctor / hospital to enable us to request special consideration for you. All special consideration requests must be supported by the headteacher, and the outcome will be decided by the exam board.

If you do not arrive for your examination or if the reason given for your absence is not satisfactory, a member of the attendance team will attend home and escort you to school.

Enquiries About Results

Enquiries about Results (EAR)

There are two situations where a review of marking may be requested.

- school initiated (for GCSE this will be English Language, English Literature and Mathematics only).
- because of a parental / student request.

GCSEs

The school will only initiate and pay for a review of marking if the student achieved a grade lower than their predicted grade and was only 1 or 2 marks away from the grade above the grade they were awarded. (For English Language, English Literature and Mathematics only).

Students can request a review of marking for any other subject however this will need to be paid for by the student / parent before it can be processed with the exam board.

A Levels

The school will only initiate and pay for a review of marking if the student was 1 or 2 marks away from the grade above.

A request for a review of marking or clerical check requires the written consent of the candidate, even when initiated by the school. A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates. If a candidate's request for an EAR is not supported, the candidate may appeal, and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document. All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within twenty working days of the receipt of results. Consent via the Access to Scripts form is required.

Please note that before any enquires are made to exam boards, you MUST complete a Candidate Consent Form and it must be returned to us before the deadline specified. You will receive a copy of this on results day if your grade is highlighted.

Results Days:

November Resits: Wednesday 13th January 2027

January Series: Thursday 18th March 2027

Summer Series

A Level: Thursday 12th August 2027

GCSE: Thursday 19th August 2027

JCQ CIC

AQA · Cambridge OCR · City & Guilds · CEA · NCFE · Pearson · WJEC CBAC

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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